

CALIFORNIA CONSERVATION CORPS

**POSITION DUTY STATEMENT**

WORKING TITLE OF POSITION Office Technician	REPORTING UNIT NUMBER
DIVISION/BRANCH OR CENTER	LOCATION
CLASS TITLE Office Technician	POSITION NUMBER -1139-001
	EFFECTIVE DATE January 1, 2005

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

(Relative time required) (Brief description of important duties. Group duties in numbered paragraphs. Use  
Indicate % additional sheet if necessary.)

Under the direct supervision of the Conservation Administrator II (Center Director) and the Business Services Officer (BSO), with leadperson responsibilities over the Office Assistant, the Office Technician performs the following clerical and timekeeping duties:

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|-----|---|
| 45% | Responsible for all corpsmember and staff payroll and personnel matters. Initiates and processes paperwork for hires, separations, transfers, promotions, health benefits enrollments, and on-the-job injury reports. |
| 20% | Provides clerical support to Center Director, Business Services Officer and Conservation Supervisor as needed.  |
| 10% | Performs receptionist duties, including receiving and screening telephone calls, directing calls to the proper personnel, greeting the public and answering routine inquiries.  |
| 10% | Assists the Business Service Officer in clerical processes related to Travel Advances and Travel Expense Claims.  |
| 10% | Maintain personnel, confidential, and administrative files and reference materials.   |
| 5%  | Acts as a lead person to other clerical staff.  |